

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OL Planning Conference, 7-8 Oct 86

FROM:

C/IMSS/OL

EXTENSION

NO.

OL 4127-86

DATE

11 Sep 86

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

AEO/OL

2.

EO/OL

3.

DD/L

4.

D/L

5.

6.

7.

C/IMSS/OL

8.

9.

10.

11.

12.

13.

14.

15.

Per our discussions at my last bi-weekly and my 9/10 conversation with Bill, attached is the memo that I propose to send, with your approval, concerning subject conference.

Tony

FORM 1-79 610 USE PREVIOUS EDITIONS

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D/K

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1J45 HQ

2. C/B&FB

3. C/P&TS

4. C/PMS

5. C/SS

6. C/FMD
3E14 HQ7. C/P&PD
158 P&P Bldg

8. C/PD

9. C/RECD

10. C/SD

11.

12.

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15.

You have already received our note and memo from Dianne [redacted] /MS/DDA, regarding the Conference on Agency Priorities in which you were requested to send us your ideas regarding what priority issues need to be addressed in the next budget cycle.

The attached memo concerns the OL Planning Conference to be held on 7-8 Oct 86. Please provide to IMSS by 1 Oct:

1. A minimum of three or four major, prioritized objectives for FY 87.
2. Additional budget initiatives for FY 89 and proposed new budget initiatives for FY 90.

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Attachment:
As stated

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OL/IMSS Office

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[redacted]
Tony

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As stated

OL/IMSS
D. Blair

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ADMINISTRATIVE - INTERNAL USE ONLY

11 SEP 1986

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Budget and Fiscal Branch, OL
Chief, Personnel & Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Facilities Management Division, OL
Chief, Printing & Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate & Construction Division, OL
Chief, Supply Division, OL

STAT

FROM:

Chief, Information & Management Support Staff, OL

SUBJECT: OL Planning Conference, 7-8 October 1986

REFERENCE: A. Mptl adse memo fm D/L, 20 Aug 86, subj: "Action
Plan 1986/88"
B. "Zero Base budget exercise - 7 Jul 86," dtd 14 Jul 86

1. Our fall planning conference is scheduled for 7-8 October at the Sheraton-Fredericksburg Inn & Conference Center, Fredericksburg, VA, with participation by each of you, the D/L, DD/L, EO, AEO, OL Planning Officer, and myself.

2. You've already been asked to study and begin taking action on OL's priorities for the next two years (outlined in Reference A). As noted on the attached agenda, we plan to discuss those actions and your ideas for other ways to meet the goals outlined, as well as your new objectives and budget initiatives. You should focus on the output of the ZBB exercise (Reference B) in developing your objectives and initiatives.

3. In preparation for the conference, please provide this office the following on or before 1 October:

a. A minimum of three or four major, prioritized objectives for FY 87. Select objectives that are not only realistic and feasible but also achievable in FY 87 with present funding and personnel resources; concentrate on quality rather than number; and include these specific kinds of objectives (providing a brief narrative summary and relating the objective to an element of Reference A or B):

OL 4127-86

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SUBJECT: OL Planning Conference, 7-8 October 1986

(1) Personnel -- better use of our people (e.g., P&PD's Flying Squad, retraining/cross-training, and rotational assignments).

(2) Improved logistics services, both existing and additional.

(3) Other desirable objectives.

b. Additional budget initiatives for FY 89 and proposed new budget initiatives for FY 90. Include both a title and cost estimate. You might find it helpful to refer to TABs B and C of OL FY-88/89 Budget Estimates, which reflect OL's approved new initiatives as well as zero initiatives we have submitted to date.

4. Questions may be directed to me or to

STAT
STAT

Attachment

Distribution:

- 1 - Each Addressee
- 1 - OL/IMSS Official
- 1 - OL/IMSS Chrono
- 1 - OL Reader

STAT OL/IMSS (9 Sep 86)

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A G E N D A

OL PLANNING CONFERENCE
Sheraton-Fredericksburg
7-8 October 1986Tues, 7 Oct 86

0900 - 0930	Opening Remarks	D/L
0930 - 1030	FY 87 Objectives	DD/L
1030 - 1045	Break	
1045 - 1200	FY 87 Objectives	DD/L
1200 - 1300	Lunch	
1300 - 1400	FY 89/90 New Initiatives	EO/OL
1400 - 1415	Break	
1415 - 1530	ZBB Strategy Revisited (Essential/Nonessential)	EO/OL
1530 - 1545	Break	
1545 - 1700	OL's Image-Visitations Program	C/IMSS
1700 - 1800	Cocktails	
1800 - 1930	Dinner	
1930 -	OL's Organization for the 90's	EO/OL

Wed, 8 Oct 86

0700 - 0830	Breakfast	
0830 - 1000	Personnel - Training Program	DD/L
1000 - 1015	Break	
1015 - 1130	Personnel - Rotation Program Results and Future	C/P&TS Div Chfs
1130 -	Closing remarks	D/L

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1130 -	Closing remarks	D/L

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STAT

(Prepared by [redacted])

Tue 7 Oct 86

0900-0930

Opening Remarks. ~~Concludes Forum~~
~~states out an Action Plan~~

DL

0930-1030

FY 87 Objectives

DDL

1030-1045

Break

1045-1200

FY 87 Objectives

DDL

1200-1300

Lunch

1300-1400 FY 89/90 New Initiatives

EO

1400-1415

Break

ILLEGIBLE - 1530

ZBB Strategy Revisited

EO

1530-1545

Break

1545-1700

OL's Image - Ventilation Program

C/INSS

1700-1800

Cocktails

1800-1930

Dinner

1930--

OL's Organization for the 90's

EO

Wed 8 Oct 86

0700-0830

Breakfast

0830-1000

Personnel - Training Program

DD/L

1000-1015

Break

1015-1130

Personnel - Rotation Program Results and Future

IC/PA/TS, DIV 5/6

1130

DL Closing Remarks